

## INFORMATION PACK

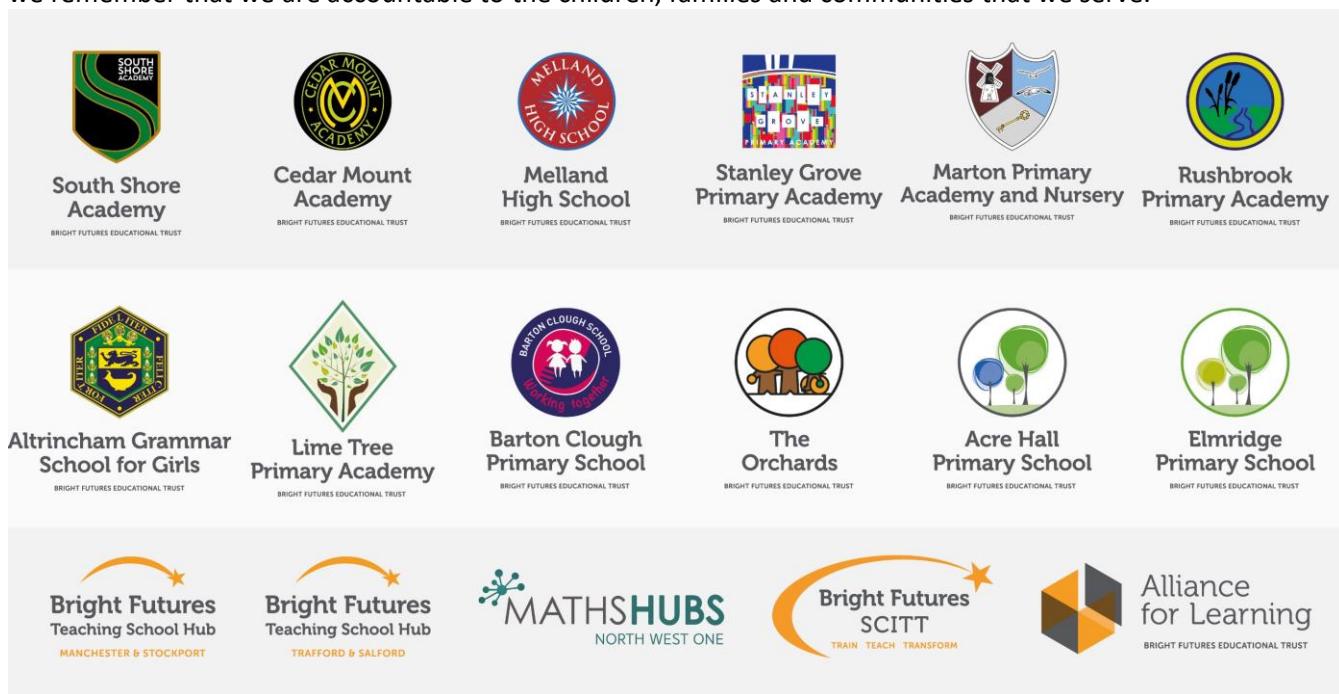
### Human Resource Manager

#### JOB SUMMARY

This senior leadership role will have overall responsibility for ensuring that the Trust's Human Resources policies, systems and processes demonstrate best HR practice; support our vision, values and commitments and are applied consistently across all of our schools. The role holder will have responsibility for all of the Trust's schools and central teams with some specific responsibilities for Altringham Grammar School for Girls. In addition, the role holder will lead on Trust wide HR projects. The full job description and person specification are at the end of this pack.

#### Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs and Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge and support. In addition to the executive team, we have central operations for finance, HR, educational psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future.](#)

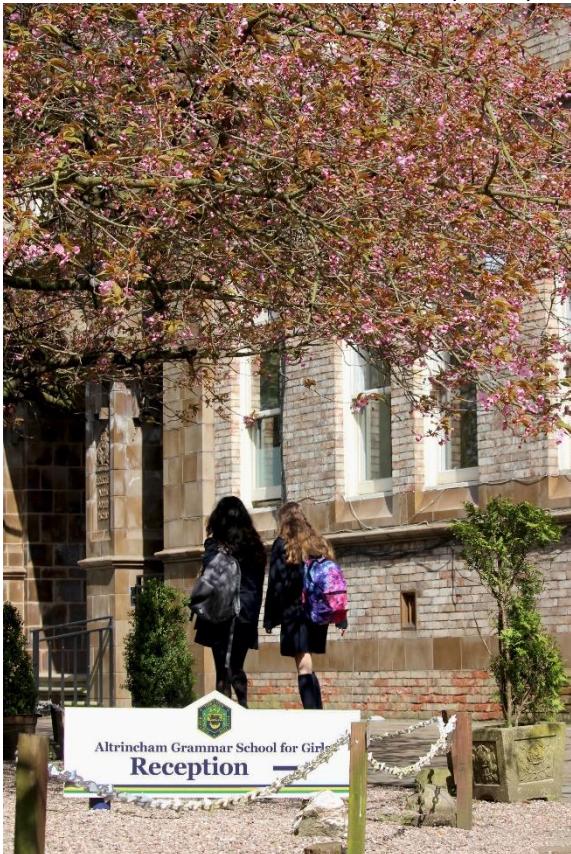
Bright Futures Development Network is another important outward facing component of our organisation. Underneath this umbrella we have 5 network hubs. 'The Alliance for Learning' (AFL) which provides school improvement services and CPD to over 700 schools (<http://allianceforlearning.co.uk/>); a North West Maths' hub

providing mathematics training and coaching to 500 schools: a SCITT (School Centered Initial Teacher Training) which is the largest in the North West. After significant national reforms to the teaching school policy, Bright Futures was designated with two new large-scale Teaching School Hubs in 2021. The areas we serve are Manchester, Stockport, Salford and Trafford.

Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the Bright Futures’ family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

### Altrincham Grammar School for Girls

Altrincham Grammar School for Girls (AGGS) is a highly successful single sex 11 -18 academy in the South



Trafford area. AGGS was in the first cohort of schools to be designated a national teaching school in 2011. AGGS is the lead school in ‘The Alliance for Learning’, which comprised schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities has been felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

AGGS is committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses.

We value the diversity of our staff and reject any form of harassment, discrimination or victimisation. The Bright Futures Educational Trust vision is: ‘the best for everyone, the best from everyone’. To achieve this, we create and maintain a work environment and culture where people from different backgrounds, and with varying lifestyles, interests, opinions

and responsibilities, treat each other with dignity and respect. It is a climate in which our staff feel safe and are inspired and motivated to be their best.

Our school is dedicated to sustaining and promoting diversity with respect to recruitment, promotion, training and general treatment during employment. We are actively seeking to extend the diversity of our staff. Furthermore, we welcome candidates who have not had previous experience of working in a grammar school.

We aim to ensure that our recruitment processes set up all candidates for success. At interview our aim is to provide a positive experience. We don’t want to catch anyone out, but rather to provide the opportunity for all candidates to be themselves and show us what they are capable of.

**Reporting to the Director of HR & Strategy, the Trust’s HR Manager will form part of small team of HR professionals working across the Trust’s schools. Whilst having responsibility for all twelve schools, the role will be allocated specific responsibilities for Altrincham Grammar School for Girls.**



# Bright Futures

## A great place to work

### Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

#### Terms and Conditions

##### Salary:

NJC scale points 41 -43 (Bright Futures scale 10). The full time equivalent pay is £44,863 rising to £46,845 per annum. The actual pay based on the below working pattern commences at £41,376 rising to £43,204, per annum.

##### Working weeks:

This is a great opportunity for flexible working as the role will work 38 weeks during school term time and an additional 4 weeks to be agreed. A total of 42 weeks per year.

##### Location:

The role will be based at Acre Hall Primary School in Flixton, which is where some of the central team are based or at Altrincham Grammar School for Girls in Bowdon. The role holder will travel regularly to all of our schools in the North West.

##### Hours:

36.25 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.

##### Holidays:

You will be paid for the pro-rata equivalent of 25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.

##### Pension:

Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>.

##### Other:

We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.

#### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education, require us to check various details of job applicants and an identical application format for each candidate enables us to do this. **NO AGENCIES PLEASE.**

Our new portal contains the application form and disclosure of criminal background form. The portal link is: [Bright Futures' Application Form](#). Please complete the application by 5pm on 22<sup>nd</sup> June 2021.

The selection will take place on 29 June 2021 at Altrincham Grammar School for Girls.

#### Keeping Children Safe in Education

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

#### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

## JOB DESCRIPTION

### Trust HR Manager

Reporting to Director of HR & Strategy

## JOB SUMMARY

This senior leadership role will have overall responsibility for ensuring that the Trust's Human Resources policies, systems and processes demonstrate best HR practice; support our vision, values and commitments and are applied consistently across all of our schools. The role holder will have responsibility for all of the Trust's schools and central teams with some specific responsibilities for Altrincham Grammar School for Girls. In addition, the role holder will lead on Trust wide HR projects.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### Trust wide project work

In conjunction with the Director of HR & Strategy, identify the HR priorities for the Trust and lead on some aspects of this work. Current examples could be HR projects in support of Equality, Diversity and Inclusion; a Trust wide job evaluation system; HR guides that provide additional support to our established Trust wide HR policies and a payroll re-tender exercise.

### Line management

This post will be responsible for the line management of the Trust's HR Assistant.

### HR Advice

- Using the systems and processes developed with AGGS, share and embed this practice across all of our schools
- Across all schools ensure that appropriate informal and formal meetings and external referrals (e.g. occupational health) take place in accordance with the relevant HR policies and employment legislation e.g. sickness, disciplinary, capability and provide advice to the chairing manager on process and outcomes.
- Establish professional and effective working relationships with regional and school based Trade Union officers and representatives
- Establish a central tracking database of staff cases, to ensure timely and appropriate HR interventions for all schools
- Attend formal staff meetings called under our HR policies as the HR advisor, including meetings that could lead to dismissal.
- Advise on restructures and re-organisations in conjunction with the Director of HR & Strategy
- Provide appropriate reports and recommendations to the academies' leadership teams and/or the Trust relating to HR matters as and when appropriate.
- Provide academy staff with advice and guidance on all staff related policies.
- Provide the leadership team with feedback and support in improving employee engagement levels at all schools
- Identify the need for and deliver training interventions for people managers in HR skills and knowledge, with the support of the Director of HR & Strategy.

### Recruitment and Selection

Working with the Trust's HR Assistant, who will have responsibility for supporting AGGS's recruitment activities, ensure that AGGS' recruitment processes comply with Bright Futures' Safe and Fair Recruitment policy, safer recruitment guidelines, employment legislation and best practice. Ensure recruitment is carried out in a manner which is professional, reflects the school and the Trust's values and is supportive of candidates.

- This end to end process incorporates: Clarifying the exact role requirements, drafting and placing adverts and/or identifying appropriate attraction methods, preparing for shortlisting; arranging and running the

selection process; checking candidate's ID and qualifications, pre-employment screening and contractual documentation and payroll notifications.

- Supporting recruitment activities for other schools and ensuring best practice processes and procedures are shared and embedded across all schools.

### **HR and Payroll administration and authorisation**

Working with the Trust's HR Assistant, who will have responsibility for supporting AGGS's HR and payroll administration activities, ensure that AGGS has best practice systems and processes.

- Systems and processes include an accurate Single Central record; up to date and GDPR compliant staff records; appraisal records, payroll records for appointments, contract changes, additional hours worked; absence recording and permissions
- Administer the SIMS system to ensure up to date and accurate staff employment and sickness data is held and complete the statutory school workforce census as and when required
- Be the AGGS link with the payroll provider to notify of changes e.g. starters, leavers, maternity, pay reviews and in conjunction with the Finance Manager check the accuracy of the payroll each month.
- Work with all of our schools to establish best practice systems and processes relating to HR policies and practices such as absence management, flexible working requests

### **Other general senior leadership responsibilities, behaviours and expectations**

For example

- Develop and maintain a culture of high expectations for self and others.
- Develop effective relationships with staff at AGGS and across the Trust.
- Contribute to improvements across the whole Trust.
- Lead by example in all aspects of leadership consistently promoting the Trust's vision, values and commitments.
- Commitment to the development of all staff as well as challenging underperformance at all levels and ensuring effective action and follow up at an appropriate pace.
- Work to the 'Nolan Principles' of public life: Selflessness, Integrity Objectivity, Accountability, Openness, Honesty, Leadership.
- A commitment to maintaining confidentiality and acting with discretion at all times.
- Operate within the requirements of the Trust's delegation framework.
- A positive approach to challenges, which seeks solutions to problems and addresses difficulties with positivity and good humour.

### **PERSON SPECIFICATION**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Qualifications, Education, training	<ul style="list-style-type: none"> <li>• GCSE English and Mathematics up to GCSE grade 4 or above.</li> <li>• CIPD level 5</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD level 7</li> <li>• A business or HR related degree</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificates</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• A minimum of 5 years' experience as a HR generalist which includes employee relations, individual case work, recruitment, reward and employee engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Trade Unions</li> <li>• School/education based HR experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>



Category	Essential	Desirable	Method of assessment
		<ul style="list-style-type: none"><li>• Line management experience</li></ul>	
Knowledge, skills and abilities	<ul style="list-style-type: none"><li>• Demonstrable knowledge of employment law</li><li>• Ability to manage own workload effectively and under pressure</li><li>• Demonstrable ability to work collaboratively.</li><li>• Excellent general ICT skills including use of Office suite of applications.</li><li>• Excellent written and verbal communication skills.</li><li>• Proven organisational skills.</li><li>• Excellent troubleshooting and problem resolution skills</li><li>• Ability to relate to adults and children</li><li>• Tact, diplomacy and absolute confidentiality in handling staff matters</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and awareness of the regulatory framework around working in education.</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• Tasks</li></ul>
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<ul style="list-style-type: none"><li>• Interview</li><li>• Tasks</li></ul>
	Integrity: Evidence of doing the right things for the right reason		<ul style="list-style-type: none"><li>• Interview</li><li>• Tasks</li></ul>
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<ul style="list-style-type: none"><li>• Interview</li><li>• Tasks</li></ul>
Safeguarding	Commitment to demonstrating responsibility for safeguarding and promoting the welfare of young people		<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• Tasks</li></ul>
Other	<ul style="list-style-type: none"><li>• Driving licence and access to a vehicle</li><li>• Personal commitment to the CIPD's professional conduct code</li><li>• A commitment to further training and a willingness to participate in relevant CPD.</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• Tasks</li></ul>

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Criminal Records Bureau. The post is exempt from the Rehabilitation of Offenders Act 1974.**